

## Administrative Operations Specialist

### **OUR MISSION...** *To provide a clean, comfortable, and safe environment on Capitol Hill.*

The Georgia Building Authority (GBA) is responsible for all services associated with the management of 36 buildings and various facilities located in the Capitol Hill Complex in Atlanta, Georgia, including the Georgia State Capitol building and the Governor's Mansion in northeast Atlanta. GBA provides maintenance, renovations, housekeeping, landscaping, food service, event catering, recycling, parking, and building access services to state employees housed in GBA-managed facilities.

#### Job Information

**Job Type:** Full Time

**Number of Vacancies:** 1

**Unit:** Support Services

**Pay Grade:** SWD 15

**Hiring Salary Range:** \$35,569.36 - \$55,000.00

**Location:** Atlanta, GA

**Opens:** October 8, 2013

**Closes:** October 12, 2013

(Must be received by 5 p.m.)

To obtain the detailed job description or applicants who require accommodations for the application process should contact

404-463-5660 or e-mail

[hr-email@spo.ga.gov](mailto:hr-email@spo.ga.gov)

GBA will attempt to meet reasonable accommodation requests whenever possible.

#### **INTERESTED? Here's What You Need:**

Email **resume** in Microsoft Word/PDF format to [hr-email@spo.ga.gov](mailto:hr-email@spo.ga.gov)

To ensure proper routing/handling of your credentials, copy/paste or type the following in the subject line of your email:

**Administrative Operations Specialist**



**Website:** [www.gba.ga.gov](http://www.gba.ga.gov)

#### Position Overview

**Duties:** Performs complex duties in the area of program/project management for an agency, department, facility or program head (examples include Capitol Hill Events and Film Productions). Works and communicates with the general public, internal customers and/or external customers to provide information and recommendations to meet customer expectations. Assist manager in developing guidelines and policies. Serve as lead worker.

**Minimum Qualifications:** Bachelor's degree in business administration or related area AND One year of experience in the management of the administrative support activities of a business or government activity **OR** Four years of work related experience. Experience in Event Planning is preferred but not required. Must have a valid Georgia Driver's License and meet the agency's requirements to be an authorized driver.

**Competencies:** Ability to communicate effectively both orally and in writing. Knowledge of department or agency specific software programs. Ability to use department and/or agency specific software programs – calendar functions, electronic research sources, document events and movie productions as well track in Quickbase, and to manage clients, customers and constituents. Excellent customer service skills, organization skills and ability to prioritize workload. Ability to use proper judgment in selecting which issues to handle or re-direct. Ability to identify customer's issues and provide satisfactory resolution. Maintain current knowledge of policies and procedures and laws. Ability to gather any requested information.

.....

If applying for a position that requires a degree, an official college transcript must be furnished. Only educational credentials from an accredited institution will be considered. GBA will select the most qualified applicants for an interview; only those selected for interviews will be updated on position status.

The selected applicant must furnish the required documentation authorizing work in the United States as well as pass a criminal background investigation and drug screening.

**Due to a large volume of resumes received by this office, we are unable to provide information on your resume status over the telephone. No notifications will be sent to applicants except to those who are selected for interviews.**